



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Investigator 3 **PCN:** 100631  
(Bargaining)

**DEPARTMENT/Location:** Quality Support/Northland Opportunity Center **P. R.:** O8

**REPORTS TO:** Investigator Supervisor 1

**RESPONSIBILITIES:** Conduct investigations of fraudulent or improper payments. Gather evidence, research case files, computer records, public records, state local and federal rules and regulations governing Public Assistance/Food Assistance/Medicaid programs. Notify case managers of newly obtained eligibility information. Develop evidentiary files for cases referred to County Prosecutor. Determine amount of over/under payment and whether or not public assistance was obtained fraudulently. Prepare summaries of findings following established local, state and federal rules and regulations. Complete appropriate claim determination of referred cases and initiate collection letters on non-prosecution cases. Assist in criminal prosecution by cooperating with law enforcement officers, testifying in court when necessary. Prepare cases for and attend disqualification hearings or state hearings, give testimony as required; attempt to secure promissory notes for collection, answer questions and provide information to customers regarding over/under payments. Help establish procedures to conduct investigations and initiate corrective action. Enter information in department database regarding establishment of over/under payments; complete routine statistical reports reflecting work and productivity.

**MINIMUM QUALIFICATIONS:** An Associate's degree in social work or related field is required; supplemented by three (3) years of experience in fraud investigation; or any equivalent combination of training and experience.

**STARTING SALARY:** \$15.85 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Thursday, February 18, 2016

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Wednesday, February 24, 2016

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Wednesday, March 02, 2016

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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